

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK

CAREER OPPORTUNITY

Vacancy Announcement: 00-15
Closing Date: **August 18, 2000**



Telecommunications Specialist

Salary Range: CL 27 \$35,118 - \$43,915*

*Depending Upon Qualifications And Experience

The United States District

Court has an opening for the position of **Telecommunications Specialist at the Brooklyn Courthouse**. The incumbent is responsible for the development and implementation of telecommunication systems and services. Telecommunications includes both voice and data systems, as well as video and wireless applications.

MAJOR RESPONSIBILITIES:

Manages all communication systems (including telephones, cellular phones, video conferencing, and pagers) for District and Magistrate Judges, and Clerk's Office staff. Management of communication systems will include overseeing and assessing equipment's use, efficiency, and productivity, and recommending upgrades or replacements as needed.

Acts as liaison with equipment vendors, maintenance personnel, and all other providers of telecommunications lines and services.

Prepares and projects funding for related telecommunications Budget Object Codes (BOC). Administers the design, maintenance and planning of all new and existing voice telecommunications systems.

Coordinates all repairs, adds, moves and changes for court telephone systems.

Coordinates moves of the data (out-log lines) and voice telecommunication systems and sound systems for the district; coordinates procurement activities relating to these systems.

Administers procurement of telephone equipment and services, which includes developing and maintaining an inventory of all such equipment, recording, and maintaining all warranty information.

Coordinates and resolves problems relating to the installation of telephone equipment and infrastructure with other trades and contractors in a major renovation.

Oversees the renewal of telecommunications leases and contracts for service maintenance and/or

follow-on services.

ELIGIBILITY REQUIREMENTS:

To qualify for the position of Telecommunications Specialist, a college degree and two years of specialized telecommunications experience are required. Experience in provisioning and procuring leased lines is required. The incumbent must be able to communicate effectively orally and in writing. The incumbent must possess maturity, good judgement, and have the ability to work in a team oriented environment. Familiarity with personal computer environments, WAN environments, and running applications such as WordPerfect, Foxpro and Lotus cc:Mail is a plus.

APPLICANT INFORMATION:

Interested applicants should submit a cover letter and current resume by **August 18, 2000** to: **Personnel Office (Vacancy Announcement 00-15)**, at 225 Cadman Plaza East, Brooklyn, NY 11201.

The United States District Court for the Eastern District of New York is an Equal Opportunity Employer.